

SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
Thursday, April 14, 2022
6 PM
Library Community Room

1. Call to Order, Roll Call
 - a. Rex Owens called the meeting to order at 6 p.m.
 - b. Present: Rex Owens, Mary Bell, April Brazier, Mark Chin, Emily Lindsey, Sandy Pittelli, Theresa Stevens, Darreon Steward, Rohit Vaidya
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Erin Williams Hart, Jan Holmes

2. Volunteer Sign-In Sheet
 - a. The sign-in sheet was distributed.

3. Approval of minutes
 - a. **MOTION: To approve the March 10, 2022 minutes.**
 - b. Stevens (1); Bell (2); motion passed.

4. Bills Presented for Payment (\$999.33)
 - a. **MOTION: To approve payment of the bills and budget reports**
 - b. Bell (1); Stevens (2); motion passed

5. Citizen Appearances/Public Comment
 - a. None

6. Business of Board President
 - a. Recognition of Theresa Stevens' Service to the Library Board
 - i. This is Stevens' last meeting as the City Council liaison to the Library Board. The board thanked Stevens for her service.

7. Library Director Report
 - a. Report from Head of Adult Services (Erin Williams Hart)
 - i. Williams Hart presented to the Library Board on the Adult Services department.
Librarian Reports
 - ii. Hetzler reported.

8. Committee Reports
 - a. DEI Advisory Committee-Met today with Shawn Brommer and Mark Jochem from SCLS. By October the committee will have a report and recommendation to the board.
 - b. Facilities Committee-Did not meet.
 - c. Finance Committee-Did not meet
 - d. Personnel Committee-Did not meet
 - e. Policy Committee
 - i. Consideration, Discussion and Possible Action on Meeting Room Policy and Purchasing Policy
 1. Purchasing Policy-V.B.2-"president" will be unstruck.
 2. **MOTION: To approve the Meeting Rooms Policy and Purchasing Policy with the corrections.**
 3. Lindsey (1); Pittelli (2); motion passed.

- f. Strategic Planning Committee-Did not meet.
- g. Friends-Owens reported. The Friends are in the process of interviewing student representatives. They are developing plans to have a presence at the Farmers' Market in the summer.
- h. Foundation- The Gatsby Gala is May 20th. Tickets are now on sale. Last week was National Library Week. The Mayor read and issued a proclamation and the library also received a proclamation from Governor Evers. Lucila Polo read the proclamation in Spanish. The Foundation has a card making table for patrons to show their support of staff. The cards were presented to staff last week.

9. UNFINISHED BUSINESS:

- a. Consideration, Discussion and Possible Action on Procurement Process for Expansion and Renovation
 - i. Hiring an Owner's Representative was discussed. Expected cost is 1-3% of total expansion project budget.
 - ii. **MOTION: To hire an Owner's Representative for the Library Expansion and Renovation.**
 - iii. Bell (1); Lindsey (2); motion passed,

10. NEW BUSINESS:

- a. Consideration, Discussion and Possible Action on Policy Committee Assignment
 - i. **MOTION: To appoint Lindsey to the Policy Committee**
 - ii. Bell (1); Pittelli (2); motion passed
- b. Consideration, Discussion and Possible Action on DEI Advisory Committee Assignment
 - i. **MOTION: To appoint Krystal Johnson to the DEI Advisory Committee**
 - ii. Stevens (1); Vaidya (2); motion passed.
- c. Consideration, Discussion and Possible Action on Contract Award for Strategic Plan
 - i. One proposal was received from the Strategic Planning RFP and was evaluated by Hetzler, Pittelli, Baker and Kristin Van Der Kooi, City of Sun Prairie Finance Director.
 - ii. **MOTION: To award the Strategic Plan contract to Rethinking Libraries for \$16,500 and increase the Strategic Planning budget by \$8,500.**
 - iii. Lindsey (1); Pittelli (2); motion passed
- d. Consideration, Discussion and Possible Action on 2022 Adjacent Country Reimbursement Requests
 - i. **MOTION: To request the 2022 Adjacent County Reimbursement**
 - ii. Bell (1); Pittelli (2); motion passed.
- e. Consideration, Discussion and Possible Action on Thriving Sun Prairie Project Proposal: Collaborative ARPA Request
 - i. **MOTION: To approve the Thriving Sun Prairie Project proposal**
 - ii. Stevens (1); Steward (2); motion passed
- f. Consideration, Discussion and Possible Action on Financial Management Plan
 - i. The Building Maintenance Technician would start mid-year in 2023.
 - ii. The operational costs would likely need to be revisited once the library is in the full design phase and entering the construction phase, as cost projections may change.

- iii. **MOTION: To approve the Financial Management Plan**
- iv. Chin (1); Vaidya (2); motion passed

11. Referrals

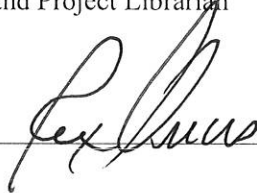
- a. Hetzler will reach out to Rethinking Libraries regarding what the process and timeline is after the Strategic Plan is created.

12. Adjournment

- a. **MOTION: To adjourn at 7:14 pm**
- b. Chin (1); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Rex Owens, Library Board President _____

A handwritten signature in cursive script, appearing to read "Rex Owens", is written over a horizontal line.